

For: State and County Offices

**Downloading Multi-Year NAP Information for
Crop Loss Disaster Assistance Program (CLDAP) and Multi-Year Loss Worksheet Procedure**

Approved by: Acting Deputy Administrator, Farm Programs


1 Overview**A****Background**

Program and accounting records have been studied to determine available information for 1994 ad hoc and 1995 through 1998 NAP payments to assist County Offices in implementing multi-year CLDAP NAP benefits. It has been determined that:

- NAP data is available and total NAP dollars earned are listed on Multi-Year CLDAP NAP Report
-
- 1994 ad hoc payment history is available; however history does not indicate whether the ad hoc payment was for a NAP crop.

A multi-year NAP informational file will be provided to County Offices to administer CLDAP benefits for multi-year NAP producers. If the file indicates that a producer received a 1994 ad hoc payment, the County Office **must** determine if the 1994 ad hoc payment was for a non-insurable crop before the 1994 data can be used for eligibility purposes.

Note: See subparagraph 2 E.

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Disposal Date

October 1, 1999

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B

Purpose

This notice:

- explains the purpose of the NAP producer download file and provides instructions for using the file and associated reports
 - provides procedure for using the multi-year loss worksheet process to complete worksheet for multi-year benefits for CLDAP.
-

C

State Office Action

State Offices shall:

- immediately FAX this notice to County Offices
 - remind County Offices that manual applications shall be taken until software is released.
-

2 Multi-Year CLDAP NAP Download File and Reports

A

Multi-Year CLDAP NAP File

The control County Office will receive a multi-year CLDAP NAP file containing a list of producers who received ad hoc disaster or NAP program payments in at least 3 of the years during the period 1994 through 1998.

This file will be used to partially pre-fill data on the CLDAP worksheet file to provide automated support to the CLDAP application process.

The multi-year NAP CLDAP file will be updated weekly as FSA County Offices are continuing to issue NAP payments. These payments will trigger a new KCMO download to County Offices.

B

When Do Reports Print

CLDAP multi-year NAP reports will be printed each time:

- a download CLDAP multi-year NAP file is received in the County Office
 - “Print Multi-Year NAP Producer Download Report” is selected on Menu MHADR0.
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2 Multi-Year CLDAP NAP Download File and Reports (Continued)

C

Example of CLDAP Multi-Year NAP Report

This is an example of a Multi-Year CLDAP NAP Report for producers who were downloaded to their control county.

South Dakota	USDA-FSA	DATE: 2/15/1999
Hughes FRB SUBS	Multi-Year CLDAP NAP	
Report ID: MHADR7-R001	Producer List	Page 1

This County is currently the control county for the following producers. They may be eligible for a multiyear CLDAP payment and may need to be added to a farm in 1998 if applying for CLDAP benefits.

ST/CTY	ID/Type	Producer Name	1994	1995	1996	1997	1998	Total NAP Payment
46/065	404052769	John Smith	Y	Y	N	N	Y	504.00
46/117			N	Y	Y	N	Y	
46/065	504332221	Joe Thompson	Y	N	Y	N	Y	877.00
46/065	502221234	Susan Todd	Y	N	N	Y	Y	325.00

D

Understanding The Multi-Year CLDAP NAP Report

The example in subparagraph C illustrates 3 producers who had 1994 ad hoc disaster payments and 2 or more years of NAP payments. Following is an explanation of the report:

- State and county code
- ID number and type
- producer name
- flags indicating history of years paid
- total NAP dollars earned for years 1995 through 1998.

A 'Y' flag for 1994 year indicates that:

- producer received payment in 1994 for ad hoc disaster
- flag is based on mainframe data after removing program crops.

'Y' flags in the 1995 through 1998 fields indicate that NAP payments have been made to the producer for the applicable years.

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2 Multi-Year CLDAP NAP Download File and Reports (Continued)

D

Understanding The Multi-Year CLDAP NAP Report (Continued)

The “Total NAP Payment” field is a sum of all NAP payments for the producer in all counties for the years 1995 through 1998. **It does not include 1994 ad hoc disaster payments earned.**

Example 1: Producer John Smith received ad hoc payments as indicated by ‘Y’ flag in 1994 column. County Office researched records and discovered that 1994 ad hoc payment was for an **insurable** crop; however producer received NAP payments for 1995, 1996, and 1998, making him eligible for multi-year benefits. The \$504 listed in “Total NAP Payment” column includes payments from 1995, 1996, and 1998, for all counties.

Example 2: Producer Joe Thompson received ad hoc payments as indicated by ‘Y’ flag in 1994 column. County Office researched records and discovered that 1994 ad hoc payment was for a **non-insurable** crop. Producer also received NAP payments for 1996 and 1998, making him eligible for multi-year benefits. The \$877 listed in “Total NAP Payment” column only includes NAP payment amounts for 1996 and 1998. County Office will have to compute eligible dollars from eligible non-insurable crops from 1994 ad hoc payments and add eligible dollars to the “Total NAP Payment” amount.

Example 3: Producer Susan Todd received ad hoc payments as indicated by ‘Y’ flag in 1994 column. County Office researched records and discovered that 1994 ad hoc payment was for an **insurable** crop, which is ineligible, and only 2 years of NAP payments for 1997 and 1998. Therefore, the producer is ineligible for multi-year CLDAP NAP benefits.

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2 Multi-Year CLDAP NAP Download File and Reports (Continued)

E

County Office Action

Specific action must be taken by the County Office if the 1994 flag is 'Y' on the Multi-Year CLDAP NAP Producer List. County Offices shall:

- research producer records to determine if the payment made is eligible

Note: The 1994 ad hoc disaster payment must be for a non-insurable 1994 crop.

- determine eligible crops and dollar amounts earned for 1994

Note: All overpayments and refunds must be subtracted from the amount the producer received.

- add eligible 1994 dollar amounts to the total NAP payment amount.

Note: If the producer was only eligible for 2 NAP years during the period 1995 through 1998, and the crop for 1994 ad hoc disaster payments was insurable in 1994, the producer would **not** be eligible for multi-year CLDAP NAP benefits.

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3 Multi-Year Loss Worksheet

A

Overview

This section provides procedure for using the multi-year loss worksheet process to complete an application for multi-year benefits under CLDAP. This software will be included in County Office Release No. 402.

B

Accessing the Multi-Year Worksheet Process

Use this table to access the Multi-Year Loss Screen to process an application for multi-year benefits.

Step	What to Enter	Result	
1	“3” or “4”	IF...	THEN...
		“3” is entered	Application Selection Menu FAX07001 will be displayed.
		“4” is entered	Office Selection Menu FAX09002 will be displayed. Go to Step 3.
2	applicable county	Application Selection Menu FAX07001 will be displayed.	
3	“11”, “Production Adjustment/Compliance”	PFC/Compliance Menu M00000 will be displayed.	
4	“1”, “CAT, NAP, and Disaster”	Risk Management and Disaster Payments Menu MH0000 will be displayed.	
5	“10”, “Crop Loss Disaster Assistance Program”	Crop Loss Disaster Assistance Program Main Menu MHAD00 will be displayed.	
6	“2”, “Multi-year Assistance Worksheet”	Producer Selection Screen MHADMA01 will be displayed	

Continued on the next page

3 Multi-Year Loss Worksheet (Continued)

B
Accessing the
Multi-Year
Worksheet
Process
(Continued)

Step	What to Enter	Result	
7	applicable producer information	IF...	THEN...
		producer selected is active on a 1998 farm and the Name and Address file	Multi-Year Loss Screen MHADMB01 will be displayed.
		producer selected is not active on a 1998 farm and/or the Name and Address file	applicable message will display. If producer is eligible for multi-year benefits, producer must be added to: <ul style="list-style-type: none"> Name and Address file according to 1-CM 1998 Farm Producer file according to 3-CM.
		producer selected is not on the multi-year eligibility file	message “Producer is not eligible for the Multi-Year program” will display.

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3 Multi-Year Loss Worksheet (Continued)

D

Multi-Year Loss Screen This is an example of the Multi-year Loss Screen MHADMB01.
MHADMB01

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1998 CLDAP          287-Turner          Input      MHADMB01
Multi-year Loss Screen      Version: AC97 02/21/99 10:35 Term #2
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Producer GERALD C PICKLE          Producer ID/Type 22222222 S

INDEMNITIES RECEIVED FROM RMA          NAP PAYMENTS RECEIVED FROM FSA
1994 THROUGH 1998                      1995 THROUGH 1998

300.23 (Original Amt.)          0.00 (Original Amt.)
____ (Adjusted Amt.)          ____ (Adjusted Amt.)

          1994 DISASTER PAYMENT FROM FSA
          (Non-Insured Crops Only)
          _____

Total Eligible Dollars    300.23

Cmd4=Previous    Cmd5=Update    Cmd7=End    Cmd24=Delete
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3 Multi-Year Loss Worksheet (Continued)

E

**Fields on the
Multi-Year Loss
Screen**

This table describes fields on the Multi-year Loss Screen.

Field	Description	What Can Be Changed
Producer	producer name	Set by system.
Producer ID/Type	producer ID and type	
RMA Indemnities (Original Amount)	total dollar amount of indemnities received from RMA for producer for the years 1994 through 1998	
RMA Indemnities (Adjusted Amount)	adjusted dollar amount of indemnities received from RMA for producer for the years 1994 through 1998	Defaulted to blank. Adjusted by user, if applicable.
NAP Payments (Original Amount)	total dollar amount of NAP payments received from FSA for the years 1995 through 1998	Set by system.
NAP Payments (Adjusted Amount)	adjusted dollar amount of NAP payments received from FSA for the years 1995 through 1998	Defaulted to blank. Adjusted by user, if applicable.
1994 Disaster Payments	total dollar amount of 1994 Disaster Payments received from FSA (for non-insured crops only)	Defaulted to blank. Entered by user, if applicable.
Total Eligible Dollars	total dollar amount of all multi-year loss payments made to a producer	Set by system.

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3 Multi-Year Loss Worksheet (Continued)

F
Updating the
Multi-Year Loss
Screen

PRESS "Cmd5" to:

- update the Multi-Year Loss Screen
- indicate producer application for multi-year benefits. Multi-year worksheets that have not been updated will **not** be included in the upload process for mainframe payment processing.

PRESS "Cmd24" to:

- delete a producer's multi-year records
 - indicate that a producer does not wish to be considered for CLDAP multi-year benefits.
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